



# HUNTSVILLE

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Shane Davis, P.E.  
Director of  
City Engineering

Tommy Battle  
Mayor

**REDSTONE GATEWAY EXTENSION, MARKET STREET AND  
OVERLOOK ROAD RELOCATION PACKAGE 1F-4 – LANDSCAPING  
AND IRRIGATION**

**Project No. 65-11-SP22**

**April 20, 2012**

**Addendum #2**

All addenda and attachments for the above- referenced project will become part of the contract documents. All addenda must be acknowledged either on the outside of the bid envelope or on the second page of the bid proposal.

**Attachments to this addendum include the following information:**

- 1- Mandatory Pre-Bid Meeting Minutes
- 2-Pre-Bid Meeting Sign-In Sheet

**END OF ADDENDUM #2**

**The Star of Alabama**

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# MANDATORY PRE-BID MEETING

DATE: Tuesday, April 17, 2012

## **REDSTONE GATEWAY: Package 1F-4 – Redstone Gateway Extension, Market Street, and Overlook Road Relocation**

PROJECT # 65-11-SP22

OWNER: City Of Huntsville

PROJECT MANGER: Brasfield & Gorrie L.L.C.

PROJECT ENGINEER: LBYD Civil and Structural Engineers

LANDSCAPE ARCHITECT: Greenview Studios

INSPECTIONS: Johnson and Associates

SURVEYOR: Garver

GEOTECHNICAL ENGINEER: Building and Earth Sciences

1. Introduction of all persons present, their roles, chain of command, importance of submittals, etc. (PM)

### HANDOUTS:

- a. Phasing Plan
  - b. Redstone Security Procedures
  - c. Project Directory
- PM explained chain of command.
  - See attached sign-in sheet.

*\*\*\* If you have questions regarding the bid process, please write them down and hold them until the end of this pre-bid meeting (#16 on agenda). If you have specific questions related to the project scope, drawings or specs, they need to be submitted in writing to B&G and will be answered and distributed to all bidders as an addendum. \*\*\**

2. Landscape Architect to give a description of work specific to this bid package. (LA)
  - Landscape Architect described the project as an extension of the existing Redstone Gateway Boulevard and noted that the plant material and boulders needed to match the existing work.
  - PM noted that the plans and specifications are posted on the City of Huntsville website address <http://www.huntsvilleal.gov/engineering/>.
  - PM noted that all of the civil drawings were included for the bidder's information.
3. Project Manager to discuss Schedule of Operations, erosion control plan, disposal of debris, milestone dates and LD's, importance for control of concrete and asphalt temperature during hot/cold weather, safety, work by others, and ADEM permit. (PM)
  - PM stated the contractor has 90 days from Notice to Proceed to complete Package 1F-4 and the anticipated Notice to Proceed is 9/4/12.
  - Package 1F-4 Contractor will responsible for their own erosion control, however the ADEM permit is in L.W. Redstone's name.

4. The following is a list of items (but no limited to) that must be submitted per the bid document requirements that must be submitted by the prime contractor post award: (PM)
- **Balanced Schedule of Values** (*within 2 business days of award*)
  - **Federal tax form to City** (*At time of contract award*)
  - **Project Schedule** that includes coordination with other packages and future work, time to prepare and approve shop drawings, fabricate and deliver materials and install / complete scope (*within 10 calendar days of award*)
  - **Payment and Performance bond** (*15 Days after acceptance of proposal*)
  - **Shop Drawings** (*Prior to Installation / Placement*)
  - **Weekly Safety meeting minutes and associated sign in sheets**
  - **Any results by third party safety inspector**
  - **Lien waivers with pay requests**
  - **Red-Line as-built drawings** (*at completion of associated scope prior to owner acceptance*)

***(In Addition, YOUR first pay estimate will NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED AND APPROVED).***

5. **Discuss all Permits, testing, surveying (Dig Permit) (PM)**
- PM stated a dig permit will be required by Redstone Arsenal and it was a 2 day process.
  - PM's surveyor, Garver, has established 12 control points and benchmarks for the project. However the Package 1F-4 Contractor will be responsible for their own layout from the established project control points.
6. **Discuss Bid Form details (Attachment "B" + appropriate Proposal Form) (PM)**
- PM informed all bidders to use the bid proposal form provided in the specifications and include attachments A thru I with their bids. 3/ea original copies of the bid proposal with the attachments must be submitted.
  - PM stated that all options must be priced.
7. **Contractor is required to submit pricing in person per requirements set forth in bid documents. A "balanced" detailed Schedule of values including quantities and unit prices that total up to bid Lump Sum to be submitted within two (2) Business Days as basis to establish additive and deductive changes in scope for this project. (PM)**
- PM noted at that if a bid is mailed in it must be delivered to the City of Huntsville by 5:00 pm on 4/25/12 one day prior to the bid opening.
  - Bids will be received on behalf of City of Huntsville, AL until 4:00 p.m. on April 26, 2012, and will thereafter be publicly opened and read aloud in the First Floor Conference Room at the City of Huntsville Public Services Building, 320 Fountain Circle, Huntsville, AL 35801. Bids must be submitted on proposal forms furnished. (Bids shall be clearly identified on the exterior of the package with the bidder's name, address, state license number, the name and project

number of the package being bid, and time and place of the bid opening. Sealed bids shall be properly identified.)

- PM noted that this will be a lump sum bid but 2 days after the bid the successful bidder must submit a unit price schedule of values for the billing and for future change orders.
8. Utility Project Notification – LBYD to give a description of utility requirements/conflicts. Attached: names and phone numbers of utility contractors (Pre-Bid attachment “c”) for conflict assistance. Contractor is responsible for locating all utilities. (PE)
- PM noted that it will be Package 1F-4 Contractor’s responsibility to coordinate with the Utility providers and the cost for temporary water and power consumption for irrigation during construction and until turnover should be included in your bid. PM also noted that an allowance for this cost will not be added to the bid form and the Utility provider contact information was included in the Project Directory.

9. Discuss Submittal of Shop Drawings, as-built requirements, working drawings, material submittals, job-mix formulas in accordance with the time limits in the contract. (PE)

The approval of shop drawings by the Project Manager will cover only the features of the design and in no case shall this approval be considered to cover error or omissions in shop details or a check of any dimensions. The Contractor shall be responsible for the accuracy of the shop drawings, the fabrication of materials and the fit of all connections; and he shall bear the cost of all extra work caused by errors in shop drawings or in fabrication, inaccurate workmanship, misfits of connections or for any changes in fabrication necessary. No work shall be done on the material before the shop drawings have been approved. Any material that the Contractor orders prior to the approval shall be at the Contractor’s risk.

Substitutions or changes whether indicated or implied on shop drawings will not be considered as changes regardless of the Engineer’s approval of shop drawings unless the change has been previously submitted and approved as a change order per the requirements for changes in the contract.

After a shop drawing has been approved, no changes shall be made unless directed in writing to the Owner and acceptance by the Owner of said changes. Any acceptance of change by the Owner does not constitute a change to the contract unless that change has been approved and directed in writing per change order. Compensation for preparing and furnishing all shop and working drawings shall be included in the contract unit prices for the various items of work.

- Landscape Architect noted that the specifications listed the approved nurseries and no substitutions would be allowed after the bid.
- Landscape Architect said the plant material quantity and size was confirmed several months ago and should not be an issue.
- PM noted that all bidders must notify the PM in writing by Friday 4/20/12 at 3:00 p.m. if any of the approved nurseries cannot provide the specified sizes or quantities of plants required.



10. Landscape Architect & Project Manager to discuss plans and specs:
  - a. A review of the plans should be made with emphasis placed on unusual construction features and special drawings (LA)
  - b. Specifications should be discussed with emphasis on time charges, extra work, materials, etc. (PM)
  - c. State of Alabama General Contractors License is required for this project. (PM)
- Landscape Architect noted that due to the schedule the 1F-4 Contractor may be required to lay dormant Empire Zoysia sod and the warranty must be maintained.
- PM not additional work can be performed without prior approval by the Owner.
- PM noted that bidders had a State of Alabama General Contractors License.
11. Project Manager to discuss Bid Process and Special Provisions (Instructions to Bidders). (PM)
  1. Each item (attachments) of the contract should be read out and any questions concerning the method of measurement or payment discussed.
  2. Discuss Milestone and Calendar days to complete project. (ask if there any concern that contract cannot be completed within contract time specified.)
  3. Introduction and explanation of any revisions to Supplement to General Requirements.
- PM reminded bidders this is a lump sum bid and to review the Instructions to Bidders in the specifications.
- PM noted that the Package 1F-4 Contractor will be responsible for testing the topsoil and providing soils amendments as required and this cost must be included in their bid.
12. Sequence of Construction and Traffic Control with the contractor made aware of his/her responsibility to handle traffic safely through the work zone. The method of payment for traffic control shall be discussed and clearly understood. (PM)
- PM noted that traffic control will be by the Package 1F-4 Contractor and this cost must be included in your bid.
13. For any trench cuts within existing roadways, Contractor is required to patch area with asphalt mix within the same day, unless otherwise specified by the Engineer. (Dense graded Base is no longer an acceptable means of traffic control within existing roadway cuts.) (PM)
- PM noted this should not be required but if it was the Package 1F-4 Contractor would be responsible for patching the road the same day it was cut.
14. Discuss Redstone Arsenal Security Information for any work "inside" the Redstone Arsenal Security Fence. Security Badges to be coordinated through Brasfield and Gorrie and contractors should allow a minimum of 2 weeks for approval.
- PM noted this scope of work is outside Gate #9 and in the unsecured area so security badges will not be required. However Redstone Arsenal has concurrent jurisdiction so the Redstone Arsenal guidelines must be followed.

15. Successful contractor will be required to sign the following statement, included as part of the contract: (PM)

**E-VERIFY CONDITIONS:** As a condition of the contract, pursuant to 8 U.S.C. §1324a, Contractor, must certify that it has not knowingly employed, recruited, referred for a fee, or contracted with an unauthorized alien, with respect to employment in the United States. Further, Contractor certifies that it has enrolled in the designated employment eligibility verification system and will maintain enrollment throughout the term of this contract.

16. Any Prime Contractors should be given the opportunity to ask questions or discuss items with which they are concerned. (PM)
- See Q&A section after item #18 below.
  - PM introduced Palmer Landscaping, who was not pre-qualified to bid, but attended the Pre-Bid Meeting to make contact with the approved bidders.
17. All questions need to be sent in writing to Matt Kelley (COH Project Manager) at [mkelley@brasfieldgorrie.com](mailto:mkelley@brasfieldgorrie.com). All questions / clarifications will be answered by an addendum. The pre-bid notes and all addenda shall become a part of the contract documents.
18. Last day for questions concerning this project before the bid will be Friday, April 20, 2012 at 3:00 p.m. to Matt Kelley at [mkelley@brasfieldgorrie.com](mailto:mkelley@brasfieldgorrie.com) or fax to Matt Kelley at 205-714-1399. Final Addendum will be issued no later than Tuesday, April 24, 2011 at 3:00 p.m.

**CONTRACTOR QUESTIONS:**

1. Q. Is topsoil available onsite?  
A. Yes, 1800/CY of topsoil will be available onsite for the Package 1F-4 Contractor's use.
2. Q. Will we will have to haul of the excess topsoil if not used?  
A. No, if any of the 1,800/CY of the stockpiled topsoil is not used it can be left at the topsoil stockpile location onsite. However the Package 1F-4 Contractor will be responsible for hauling off their spoils created during planting if required.
3. Q. Will any trash have to be hauled offsite?  
A. Yes, the Package 1F-4 Contractor is responsible for hauling off their own trash.
4. Q. The plant list that is provided for the Redstone bid is a list of nurseries that provide trees and groundcovers only. Is there a specific nursery that we have to get the shrubs from, or is she just worried about where the trees are coming from?  
A. There is not a list of approved nurseries for shrubs, however all plant material must meet specifications. The Package 1F-4 Contractor will be required to provide pictures or provide a sample for approval prior to shipping.

5. Q. What topsoil is the Package 1F-1 Contractor responsible for?
- A. The Package 1F-1 Contractor will install 4" of topsoil (+/- .10') to the top of the curb along the roadways and in the center median. The Package 1F-4 Contractor will be responsible for any topsoil above the top of curb for mounding, berms, or plant beds.



**1<sup>st</sup> FLOOR CONFERENCE ROOM**

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